

## VERMONT DEPARTMENT OF EDUCATION

### GUIDELINES FOR REIMBURSEMENT FOR STATE-PLACED STUDENTS OUT-OF-STATE

#### DEFINITION

State-Placed Student is defined by 16 V.S.A. §11. (28) as follows:

(28) “State-Placed student” means

(A) a Vermont pupil who has been placed in a school district other than the district of residence of the pupil’s parent, parents or guardian or in an approved residential facility by a Vermont state agency, a Vermont licensed child placement agency, a designated community mental health agency, or any other agency as defined by the commissioner or

(B) a Vermont pupil who:

(i) is 18 years of age or older.

(ii) is living in a community residence as a result of placement by a Vermont state agency, a Vermont licensed child placement agency or a designated community mental health agency, and who residential costs are paid for in whole or in part by one of these agencies and

(iii) resides in a school district other than the district of the pupil’s parent or parents, or

(C) a pregnant or postpartum pupil attending school at an approved education program in a residential facility or outside the school district of residence pursuant to subsection 1073(b) of this title [refers to educational opportunities for pregnant and postpartum pupils]

#### GENERAL INFORMATION REQUIRED ON INVOICE

1. Include the student’s full name, date of birth, placing agency’s name, address, social worker or contact person and their phone number.
2. If the parents have retained legal guardianship, please include their names, address and phone number.
3. Payments will be approved only after services have been rendered except that June costs may be included on bills submitted after June 1<sup>st</sup>. Bills may be submitted on a monthly, quarterly or annual basis. All bills for the fiscal year must be submitted to our office by June 5 in order to be paid by June 30<sup>th</sup>. Bills received after that time will be approved for payment in July of the following fiscal year.
4. Your Federal ID #
5. Both your education program and business contact people’s names and numbers for questions.

#### GENERAL EDUCATION TUITION CHARGE- out of state LEA’s

1. Show beginning and ending date of service.
2. Show the annual tuition rate and the pro-ration for actual days of services.
3. Include state recognition of the tuition rate or the calculation of the tuition rate with first bill.

## SPECIAL EDUCATION REIMBURSEMENT- Out of state LEA's

1. Reimbursement will be made for special education and related services costs that are specifically required in the student's IEP. Bills for such services must include the dates of service, the cost per unit (hour) and the number of units (hours) of service provide. For example:

- a. aide services:  $9/1/97 - 6/17/98 - 2 \text{ hours/day} \times 175 \text{ days} \times \$7.00 = \$2,450.00$  + benefits @ 18%  $\$441.00 = \$2,891.00$
- b. Group therapy:  $1/5/98 - 6/17/98 - 1 \text{ session/week} \times 20 \text{ weeks} \times \$25.00/\text{session} = \$500.00$
- c. Specialized transportation:  $10 \text{ miles each way} \times 2/\text{day} \times \$31/\text{mile} \times 175 \text{ days} = \$1,085.00$

Total Special Education and Related Services = \$4,476.00

## PRIOR TO PAYMENT: Out of State LEA's and Residential Programs

Before Payments can be made, you must be entered into our payment system. In order to process this we need the following information:

- Name and complete address LEA or Residential program requesting reimbursement
- Contact Name and telephone number, education program and business office
- Federal ID number
- If you are a residential program we need a copy your state's approval of your school, the state's special education approval, the current school calendar, disability categories you are approved to serve, and the rate set by your state for education, treatment and room and board.
- A copy of the student's IEP written by the VT, LEA responsible for the dates of service in question. If you need assistance determining who the VT LEA is, please call Deb Quackenbush.

Original bills and accompanying documentation for students placed in out of state public schools should be sent to:

State Programs Administrator  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620

Telephone: (802) 828-5931

Original bills and accompanying documentation for students placed in out of state residential facilities should be sent to:

Deborah Quackenbush  
Interagency Team Coordinator  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620

Telephone: (802)-828-5877

